

# Bexley Grammar School

A Specialist Language College  
and IB World School



## Year 7 Student & Parent / Carer Booklet 2025

(This document is complementary to the School Prospectus already provided:  
parents / carers will find it useful to retain both)

*developing compassionate leaders*

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## THE AIMS OF THE SCHOOL

Welcome to our school, which I hope you will find is built upon strong relationships, high expectations and a caring environment. Every visitor who I have spoken to, from other Headteachers to OFSTED Inspectors to incidental passers-by, comments on the warmth that is so evident as you walk our corridors. Our staff invest a huge amount of time in our students and that in turn is reciprocated by our young people, whose behaviour and attitudes are exemplary. The older they get, the more they lead and instil such attitudes in their peers.

Our students rise to the ambitious challenges we set for them both within and beyond the curriculum so that they leave as self-assured, compassionate, highly skilled young people, equipped to flourish in higher education or employment in our ever-changing world.

Every school has its own ethos, or character, and the ethos of Bexley Grammar School is one of the most fundamentally important parts of everyday school life. Our ethos promotes respect, resilience and the ambition to achieve the very best that you can in whatever you do, inside or outside of the classroom. It is best articulated in the three words which you will see in our literature, on our website and feel in our classrooms;

- Intellect - A pursuit of knowledge
- Empathy – An understanding of others around you
- Courage – The strength to persevere through challenge

In all our work we wish to perform at a standard that will justify the use of the term "Excellence". Each individual student will have opportunities to demonstrate their individual abilities, through academic pursuits, the House system or an array of other opportunities.

As well as being graded Outstanding by Ofsted in 2022, we were recently featured in a Sunday Times article about the UK's happiest Secondary Schools (holding 99% positive feedback from Parents / Carers) and hold a 5 star feedback rating with SchoolGuide. I can assure you that Bexley Grammar School can offer your child a first class education inside and outside of the classroom, and I welcome you to a community which is both nurturing and successful.

## HOME - SCHOOL PARTNERSHIP

### **Before joining the school:**

We will be holding an Induction Day for Year 6 at the school on Tuesday 1st July and you can register your child for this event via Applicaa. Students will be introduced to a mixture of taster lessons and icebreaker activities, and have a chance to meet other members of their year group. There is also an induction evening for parents only on Tuesday 8th July; further details to follow.

### **On joining the school:**

In September, parents / carers are invited to meet Form Staff in order to discuss how your child has settled into school. This is more of a pastoral check than an academic one, and there will be a full Pupil Progress Review Evening at the beginning of the Summer Term when parents / carers will be able to discuss their child's progress with each of the subject teachers. A report will be issued each term to keep you informed of progress and should there be any noteworthy issues within the report cycles the relevant member of the teaching or pastoral staff will be in touch.

At any stage during the student's career at the school, meetings can be arranged at the request of home or school, if matters of concern need to be discussed.

The use of a Student Planner enables information to be passed easily and quickly between school and home. We ask that you check and sign your child's planner every week - their tutor will do the same.

From time to time letters are sent home on a variety of issues. These will be sent to both contact number 1 and contact number 2 by email. We also send correspondence via ParentPay – an electronic system which parents / carers will be asked to sign up to once your child starts. This is where you can put money into your child's account so that they can buy food/drink in the canteen if they wish to do so. ParentPay offers a “auto top-up” function for convenience. **Your child will be issued with login details in September (once admitted) to set up one parent on ParentPay.** We only offer additional logins for parents / carers who live at separate addresses.

Parents / Carers are welcomed by the committee of the flourishing Parents' Association and invited to join and/or take part in its varied activities. The first event they will invite you to will be a welcome evening in September for Year 7 families. This is a wonderful chance for students to make friends and for families to meet. Thus we nurture relationships with both you and your child; this home-school partnership is central to your child's success at BGS.

## TERM AND HOLIDAY DATES

### Term Dates 2025 / 2026

#### **Autumn Term 1 (Monday 1st September - Thursday 23rd October 2025)**

Tuesday 2nd September - **Years 7 and 12 only in school**

Wednesday 3rd September - All year groups in school

Half term Friday 24th October - Monday 3rd November inclusive

#### **Autumn Term 2 (Tuesday 4th November - Friday 19th December 2025)**

Christmas holiday Monday 22nd December - Friday 2nd January 2026

#### **Spring Term 1 (Monday 5th January - Friday 13th February 2026)**

Half term Monday 16th February - Friday 20th February

#### **Spring Term 2 (Monday 23rd February - Friday 27th March 2026)**

Easter holiday Monday 30th March - Friday 10th April inclusive

#### **Summer Term 1 (Monday 13th April - Friday 22nd May 2026)**

Half Term Monday 25th May - Friday 29th May

#### **Summer Term 2 (Monday 1st June - Wednesday 22nd July 2026)**

#### **Inset days (students not in school)**

Monday 1st September 2025

Tuesday 9th September 2025

Monday 20th July 2026

Tuesday 21st July 2026

Wednesday 22nd July 2026

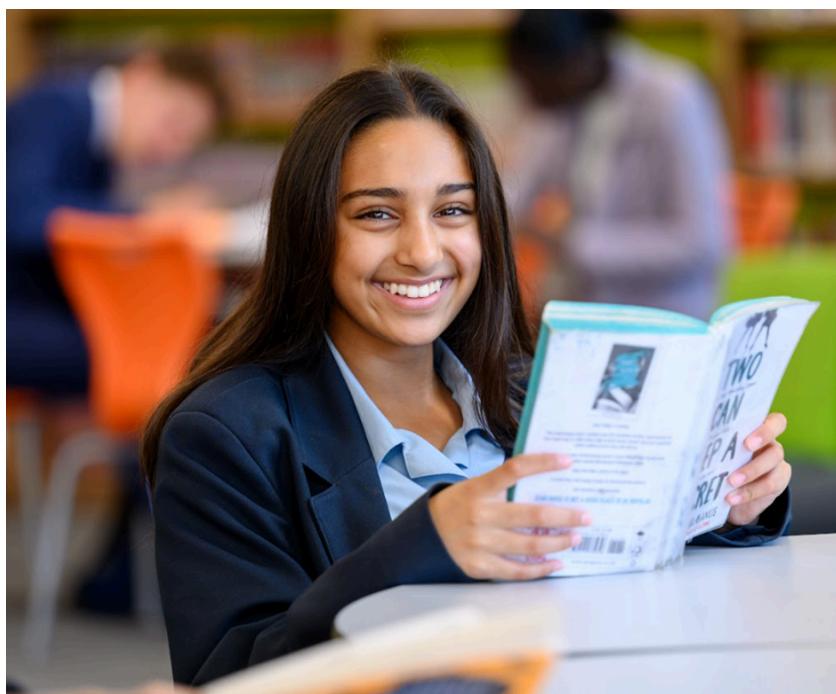
## RECEPTION

Reception is open from 8.00 am to 4.15 pm. The receptionists will provide an important point of contact between you and your child in the event of illness or emergencies. Therefore it is important you have entered correct details for Emergency Contacts on your Admission Form, so that the School has up-to-date information for your child. **If your contact details change can you please make sure the School is informed.**

Lost property is kept at Reception, students should ask there if they have lost anything during the school day. As your child could visit as many as eight different rooms per school day, it is vital that all your child's belongings are clearly labelled in case they are misplaced.

**Please ensure that the following documents are returned by Tuesday 2nd July:**

1. Home-School Agreement (return 1 copy)
2. A copy of your child's birth certificate or passport



## THE SCHOOL DAY

|           | YEARS 7 – 9 & 12        | YEARS 10, 11 & 13       |
|-----------|-------------------------|-------------------------|
| 8.30      | Registration            | Registration            |
| 8.35      | Period 1                | Period 1                |
| 9.25      | Period 2                | Period 2                |
| 10.15     | Assembly                | Assembly                |
| 10.35     | Break                   | Break                   |
| 10.55     | Period 3                | Period 3                |
| 11.45     | Period 4                | Period 4                |
| 12.35     | Lunch (Period 5)        | Period 5                |
| 1.25      | Period 6                | Lunch (Period 6)        |
| 2.15      | Period 7 + Registration | Period 7 + Registration |
| 3.05-3.10 | Staggered Departure     | Staggered Departure     |

## LIBRARY AND SCHOOL ATTENDANCE

### Library

The library is open from 8.15am until 4.00pm Monday, Tuesday, Thursday and Friday. On Wednesday the library is open at lunchtime only.

The library is a vibrant space that students can use for reading, working with friends, studying on the computers and taking part in reading groups. Homework Club runs on Monday and Wednesday after school which offers students extra support with their work.

All students in Year 7 visit the library once a fortnight in an English lesson. Students in Year 8 and Year 9 have a library lesson once a half term.



### Lateness and Leaving School

All students who arrive after the morning register has been taken must report to the Attendance Office immediately upon arrival. Students who leave school during the day must inform Attendance both as they leave and return. An entry must be made on each occasion in the signing in/out book. **No student will be permitted to leave school without written permission from their parents / carers.** Visits to doctors and dentists should, if possible, be made out of school time. Students should show their appointment card or letter to the Attendance Officer, not their form tutor. If a student is unwell during the course of the day they will be sent to the Medical Room by their subject teacher and Reception will phone their parent / carer. **Students should not phone/text home themselves before reporting to Reception.**

## Absence

A telephone call to 020 8304 8538 ext. 203 or an email to the Attendance Officer [jeffery\\_j@bexleygs.co.uk](mailto:jeffery_j@bexleygs.co.uk) on the first day of absence is requested and for everyday your child is absent from school.

Please do not email Form Tutors or Directors of Studies with attendance requests/absences. These must go through the Attendance Office. Parents / Carers must not report absences via Reception.

Arriving at school after 9.00 am (students must sign in with Attendance) is regarded as an absence and must be covered by a letter from home.

## Lunchtime

At lunchtime students may bring a packed lunch or use the school canteen. Until they reach the Sixth Form, students are not allowed off the premises at lunchtime.

## Family Holidays and Extended Leave

Parents / Carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised to avoid attempting to do so. Amendments to the Education Regulations 2006 remove references to family holiday and extended leave and make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (see below). The Headteacher will determine the number of school days a child can be away from school if leave is granted.

**Parents / Carers wishing to take their child out of school during term time must request an Application of Leave form and return to the Attendance Officer before travel arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:**

- Length of the proposed leave
- Student's general absence/attendance record
- Proximity of public examinations
- Student's ability to catch up the work missed
- Student's educational needs
- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing.

Only in exceptional circumstances will an absence be agreed. In all cases, parents / carers will be required to justify why the absence needs to be taken during term time. The school may request relevant evidence to support the application for leave e.g. evidence of flight changes, letters of invitation.

All unauthorised leave will be subject to parents / carers being issued with a Fixed Penalty Notice Fine.

## KS3 DIPLOMA

During Year 7 and 8, students work towards a Diploma. This encourages them to become fully immersed in the school community whilst also supporting the development of core academic skills. The Diploma will start in the Spring term of Year 7 and will include academic projects in each of their subjects and involvement in Creativity, Action and Service (CAS) activities over the course of the two years. Students and parents/carers will receive a booklet at the launch of the Diploma in Spring 1 which will allow them to better understand it and track their deadlines and progress. Projects in their subjects of study will be dispersed evenly over the two year period. A schedule of these will be made available to students at the launch of the Diploma task.



## HOMEWORK

Regular homework is an integral part of effective learning. We regularly review our homework arrangements but currently Year 7 students will have a phased introduction of homework to help with the transition into Secondary school. For the first two weeks in September there will be no homework set, then we will phase in subjects starting with English and Mathematics. Below is a table to outline the approximate time that students should be spending per subject on homework tasks:

|                   |   |
|-------------------|---|
| Art               | 60 mins per fortnight   |
| Computing         | 3 x 30 mins max per half term based on previous topics.   |
| Design Technology | 60 mins per fortnight   |
| Drama             | 30 mins twice a term  |
| English           | Up to 6 x 30 mins, once a term: two of which will be either reading or revision for end of unit Google Classroom Quiz |
| FBCS              | 1 x 30 mins every two weeks   |
| Geography         | 1 x 30 mins   |

|         |   |
|---------|---|
| History | 1 x 30 mins every two weeks   |
| Latin   | 1 x 30 mins   |
| Maths   | 2 x 25 mins   |
| MFL     | Language Consolidation<br>Independent Cultural Activities               |
| Music   | 30 mins once a half term in the form of a Google Form.                  |
| PE      | None  |
| Science | 30 mins a week - online platform Seneca, grade gorilla and BBC bitesize |

Some homeworks may require work being spread over several nights. This is particularly true of Key Stage 3 Diploma tasks which are extended projects and will involve students organising their time effectively to ensure it is not done at the last minute.

Some students find doing homework every night quite a shock! It is very important that they quickly settle into a regular routine. The following guidelines should help:

- Make sure the details of all homework are recorded in the Student Planner, including the date due in;
- Make sure all the books, equipment, worksheets, etc., needed are taken home;
- Set aside a regular time for doing homework;
- Do homework in a quiet place without distractions;
- Check all necessary books are packed in school bag for the next day;
- Hand homework in on time.

For additional homework beyond what has been set, the school would always recommend improving literacy skills through reading or using online learning platforms such as Seneca, Quizlet, BBC Bitesize or Memrise to supplement work set in school.

If a student has difficulty with a piece of homework or is unable to complete it on time, it is important that they see the teachers concerned **before the homework is due**.

## STUDENT PLANNER

Each student is issued with a Student Planner at the beginning of the school year. This not only provides the focus for all aspects of each student's progress through the year, but also provides the main method of regular contact between school and home. Students are expected to take their planners to every lesson and home each evening.

**The Planner contains a diary section for recording homework and writing notes to/from parents/carers. This should be checked and signed each week by the parent/carer and tutor.**

The buff and yellow sections are designed to help the student, parent/carer, tutor and subject teachers focus on how the student is progressing and what can be done to improve progress.

There are also sections giving guidance about the school's expectations, uniform, how to study, homework and a number of reference sections as well as space for each student to record useful information.

If the Student Planner is lost or defaced, another one must be bought from the School Office, at a cost of £5.00.

## DAY TO DAY REQUIREMENTS

### Lockers

Every student will be issued with a numbered locker for storing books. Please note the lockers are not big enough to store school bags or coats.

Each student will need to provide a padlock (preferably a combination lock) for their locker. If the key is lost, or combination forgotten, students should go to reception for a note to authorise the Premises Manager to cut the padlock off the locker. Students will have access to their lockers before school (from 8.15 am), at break, at the beginning and end of lunchtime and after school. There will be no access to lockers during or between lessons.

### Stationery Requirements

|                               |   |
|-------------------------------|---|
| Black/Blue pens               | Protractor and compass                          |
| Pencils and colouring pencils | Pencil sharpener                                |
| Ruler                         | Pencil case strong enough to hold all equipment |
| Rubber                        | Highlighters                                    |
| Calculator                    |   |

### Use of Calculators in School

The Year 7 curriculum requires all students to use a calculator in both Maths and Science. It is therefore essential that all Year 7 students own a calculator, and it is easier for students to learn how to use their calculator efficiently if they have the same model as used by the teaching staff. We recommend a [\*\*Casio FX-83GT CW ClassWiz\*\*](#) which can be purchased for **£9.43**. It will appear on your ParentPay account. Once you have paid, you need to print the receipt and your child will take it to the Finance Office where the calculator will be issued to them.

### Reading Books

Students should carry a reading book with them for use in form time and during some English lessons. Students can also borrow books from the school library.

### Google Classroom

Students will be set up with a Google Account at the start of September for email access. In many subjects they will be asked to join a Google Classroom. This is a forum for the class which staff can use as a platform to communicate information and set work.

Once your child has set up their Google Account, they can invite you to their Google Classroom as a Guardian. This will enable you to receive summaries via email of assessments due via Google Classroom, though homeworks will also be recorded in your child's planner. In addition, a guide to Google Classroom for parents and carers will be shared in the Autumn term.



## OPPORTUNITIES AT BGS

Bexley Grammar School offers a wealth of opportunities to develop our young people into the compassionate leaders of tomorrow. These opportunities are explored in [this website](#), with further information under Academic opportunities - how to deepen knowledge and other resources that inspire intellectual curiosity; Leadership opportunities - the various roles and areas in which students can get involved to make a difference to our school community and their own skills as a leader; and Co-curricular opportunities - where you'll find the timetable for the plethora of clubs; music, theatre and sport co-curricular timetables and more! We encourage both parents / carers and students to utilise this website regularly.

### CO CURRICULAR PHYSICAL EDUCATION CLUBS AND FIXTURES

**Remember:** *It is recommended you take part in one hour of physical activity each day.*

Co-curricular clubs are provided for all students to attend. Co-curricular clubs and fixtures take place before school, at lunchtimes, and after school. Teams are entered into Bexley Borough, North Kent, Kent and National league and cup competitions.

#### Autumn and Spring Terms

|                     |  |
|---------------------|--|
| • Football (boys)   | 1 <sup>st</sup> XI, U16, U15, U14, U13, U12A, U12B |
| • Football (girls)  | U13, U16   |
| • Netball (girls)   | U16, U15, U14, U13, U12                            |
| • Basketball (boys) | U19, U17, U16, U15, U14, U13, U12                  |
| • Rugby (boys)      | U15, U14, U13, U12                                 |

#### Summer Term

|                          |                         |
|--------------------------|-------------------------|
| • Cricket (boys & girls) | U15, U14, U13, U12      |
| • Rounders (girls)       | U16, U15, U14, U13, U12 |
| • Athletics (mixed)      | U16, U14, U13           |

**Co-curricular sport:** Everyone is welcome at our co-curricular clubs, which vary throughout the seasons - they are not just for school team players

| Girls' Clubs: | Boys' Clubs: | Mixed clubs: |
|---------------|--------------|--------------|
| Rugby         | Rugby        | Table Tennis |
| Football      | Football     | Running Club |
| Netball       | Basketball   | Athletics    |
| Cricket       | Cricket      | Badminton    |
| Rounders      |              | Tennis       |
| Basketball    |              | Cheerleading |

## HOUSE ACTIVITIES

Every student is put into one of the 6 Houses when they join the school. Each House is named after a senior member of staff from the early days of Bexley Grammar School .



The House year runs from April to April with a wide range of House competitions taking place. These are open to all students and include a range of academic, creative and sporting competitions. Each week students have either House assembly or House form time which is led by the Head of House and/or the team of 6th Form House Captains. House activities run throughout the year and participants are organised either by Year or by Key Stage Groups, designated Junior / Intermediate / Senior. Below are a sample of house activities that take place throughout the year:

- Athletics – all ages
- Badminton – Years 7-10
- Tennis – Years 7-10
- Table Tennis – Years 7-10
- Cricket – Years 7-10
- Rounders – Years 7-10
- Chess – all ages
- Basketball (Boys) - Years 7-10
- Netball (Girls) - all ages
- Cookery - Years 10-13
- Drama & Dance – all ages
- Football –all ages
- Harvest Box Challenge – Years 7-9
- Music – all ages
- Quiz – all ages
- Photography - all ages
- Science – STEM challenge – Years 8 and 9

The House Year finishes at the end of the Spring term and is celebrated at House Showcase where the winners are announced and the House Cup presented.

## CHARGING FOR SCHOOL ACTIVITIES

Bexley Grammar School is committed to the provision of free education for all registered students, where such education takes place wholly or mainly during school hours. The exceptions to this will include fees for co-curricular music tuition unless this is provided to fulfil the requirements of a syllabus for a prescribed examination.

There may also be times when the school will ask for financial contributions for such things as school trips that take place wholly or mainly during the school day and for material, ingredients and equipment for a practical subject. A student at the school will not be treated differently according to whether or not parents / carers have made a contribution in response to a request. It is worth discussing this with the trip/subject leader if there are difficulties in managing this. However if sufficient funding cannot be raised it may be necessary to cancel the relevant proposed activity.

Notwithstanding the above, the school may raise charges as follows:

- i) Board and lodging on residential visits;
- ii) Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless provided as part of the syllabus for a prescribed public examination or as required by the National Curriculum);
- iii) Activities which take place wholly or mainly outside school hours but which are not provided as part of the school syllabus, are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education;
- iv) Re-sit fees for public examinations;
- v) Entry fees for public examinations where a student fails without good reason to complete the requirements of any public examinations;

There may in addition be further situations where the school needs to raise funds through charging.

*The Headteacher and Trustees hope that parents / carers  
will continue to support the school in all activities.*

## SCHOOL VOLUNTARY FUND

The school operates a Voluntary Fund to which it invites each family to make a contribution of £40 per annum. The Fund is used to support a wide range of co-curricular activities, the provision of lockers for students, the publication of the school magazine and newsletters and aspects of inclusion. The School Council also has an input into deciding how the School Fund is spent. Contributions to this important fund should be made via ParentPay.

The school invites you to complete a Gift Aid Declaration in support of your School Voluntary Fund contribution. If you pay income tax the Gift Aid Donation will allow the school to claim tax back on your contribution from the Inland Revenue, thus boosting your contribution by nearly one third. This is possible since the School Voluntary Fund has charity status. Please remember that the Gift Aid Declaration itself needs to be accompanied by the appropriate payment.

We thank you in advance for your support and generosity.

## MUSIC

### **Curricular Music:**

Music in Year 7 is about developing essential musical and transferable skills which will equip students for further study in Key Stage 3 and at GCSE and IB. Students will sing as a class choir, learning songs in 2-parts and 3-parts, singing a cappella or with an accompaniment. They will learn to play simple melodies and accompaniments on the keyboards and tuned percussion, and will learn to apply the elements of music to their own performances and compositions. They will learn these skills through a wide-ranging curriculum, studying music from around the world and across the centuries, studying a wide range of styles and genres.

Students will also learn to use music technology programs in our dedicated music ICT suite, that will facilitate not only their composition and performance skills but will become another medium in which they can put into practice their holistic understanding of music. In year 7, students use Soundtrap - which can also be accessed from home - and then will move on to Cubase in year 8 and above. Music is a popular subject at BGS at GCSE, with a large number of our students progressing to study Music at IB level.

### **Co-curricular Music:**

All Year 7 students are encouraged to join our exciting co-curricular ensembles: there is a Junior Choir, KS3 Orchestra, and a Junior Jazz Band which all Year 7 students can join. Members of Year 7 who are advanced instrumentalists (approx Grade 4+ standard) will be invited to join our senior school ensembles: Big Band and Symphony Orchestra. There is also a Rock School for students who sing or play guitar, keyboard, drums and bass.

We have a whole-school concert every term which showcases all our co-curricular ensembles, and students in Year 7, 8 and 9 also have the opportunity to perform as soloists in our Key Stage 3 Showcase, which takes place in May. We are very proud of the quality and quantity of co-curricular music at BGS and very much hope that many of the incoming Year 7 students will get involved!

Every year we run at least one highly successful and popular musical production. Recent shows have included 'Little Shop of Horrors' (2022), 'The Addams Family' (2023) 'Legally Blonde' (2024) and for 2025, 'Hunchback of Notre Dame'. Typically these productions involve around 100 students from all year groups in the school. Auditions are held in the Autumn Term.

**If students would like to be involved in our active music department, we strongly encourage them to talk to their music teacher when they start in Year 7 to find out more information.**



## MUSIC (continued)

### Instrumental and Vocal Lessons:

Once in Year 7 students should complete the application form online to apply for lessons from September; please see the website [here](#)

At present we offer tuition in **violin, viola, flute, clarinet, oboe, saxophone, trumpet, French horn, trombone, voice, piano, guitar (acoustic, electric and bass), drums and music theory**.

On the rare occasion we are not able to start the lessons immediately, a waiting list is created.

**Please note that lessons for Year 7 students occur during the school day, with slots at break, lunch, before and after school reserved for students in Y10 - 13. Whilst you may feel concerned that your child is potentially missing out on 25 minutes of curriculum lesson time, students rarely report 'missing out' on curriculum time and are able to easily catch up through Google Classroom. Please only sign up for peripatetic lessons if you understand that we will not be able to accommodate specific requests.**

Please note the following conditions:

1. Tuition will begin as soon as can be arranged.
2. The fee is payable each term directly to the instrumental teacher on receipt of an invoice.
3. There will normally be 10 lessons in each term – 30 lessons per annum.
4. Where the teacher is absent he or she will normally make up the full number of lessons.
5. Where the student is sick for more than four consecutive weeks, some adjustment in fee may be arranged, but this must be arranged directly with the instrumental teacher.
6. At least half a term's notice in writing, by mid-term, must be given if lessons are to be discontinued, and unless this notice is given the parent is liable for half a term's fees for the following term.
7. The cost of music, reeds, strings etc. is the responsibility of the parent/guardian.
8. Lessons take place during the school day on a rota system. For such a system to work it is essential that students consult the timetable outside the music office, excuse themselves from academic lessons and catch up any work missed. Timetables are also sent out via email to parents (if email address is supplied).
9. Students should not be encouraged to undertake instruction unless they are prepared to devote a reasonable amount of time each day to practising.

The Music department has a number of instruments which are available to borrow at £30 per academic year, administered via ParentPay. You will be responsible for arranging appropriate insurance for the instrument (it may well be covered by your house insurance). Please indicate on the application form if you wish to be considered for an instrument. The Head of Department will inform students when such instruments become available. There is a high demand for these, and factors such as students' attitude and behaviour in class lessons will determine to whom these instruments are given.

The following conditions apply:

1. Students given these instruments must be prepared to take regular instrumental lessons.
2. Students must be prepared to take part in at least one co-curricular musical activity.

## PASTORAL CARE

Every member of staff has a concern for all students who at any time are in their charge. The Deputy Heads and Assistant Heads have specific responsibility for the welfare of all students in relevant year groups. They work with the Directors of Studies (Heads of Year) and Senior Academic Mentors (Deputy Heads of Year) who, in turn, are responsible for Form Tutors who are, at Form level, the basis of the school's pastoral care programme.

The role of the form tutor is vital in supporting the academic and personal development of your child, and the key responsibilities of a tutor are to :

- look after the general wellbeing of the student;
- to follow up on any sanctions as and when necessary;
- to support students with worries about daily school life;
- to monitor uniform, equipment and planners; and
- to provide praise, recognition and encouragement to students in all aspects of their school life.

The school also has a Special Educational Needs Co-ordinator (SENCO) and a SEND and Inclusion Manager. A team of Year 13 students has been trained in listening skills and they provide a support and listening service which is available to all students. The service is widely advertised in the school and these Peer Mentors wear distinctive badges so that they can be easily identified. Pairs of Peer Mentors are attached to each Year 7 Form and will meet them on the Induction Day, but are trained to work with all year groups. They will be on hand to help guide the younger students during their first year in school.



## SPECIAL EDUCATIONAL NEED AND DISABILITIES

The Special Educational Need and Disabilities Department is very effective and flexible in its approach, aiming to smooth any student's difficulties whilst at Bexley Grammar School.

It is important that we have been made aware of your child's SEND or medical conditions on your admission form. If these are significant, please also write to or email Ms S Brand [brand\\_s@bexleygs.co.uk](mailto:brand_s@bexleygs.co.uk) (SENCO) and Mrs Coller [coller\\_b@bexleygs.co.uk](mailto:coller_b@bexleygs.co.uk) (SEND & Inclusion Manager) giving further details.

The school also has a limited counselling service. Time with a qualified counsellor aims to provide a safe, comfortable and trusting environment to share any problems and concerns in a non-judgemental setting for students experiencing difficulties in their mental health/emotional wellbeing.

## BEHAVIOUR AND SANCTIONS

### General

We expect our students to uphold high standards of behaviour inside and outside of the classroom, and to and from school. Our staff will work with our students in a fair and tolerant approach however should this not be respected by any student it will be dealt with appropriately. A detention will ordinarily be issued by a staff member or form tutor for instances such as missed homework, lateness to lessons, low level poor behaviour etc. Directors of Study and Senior Academic Mentors will oversee the behaviour of their year group and may escalate sanctions as and when is appropriate. More information on the types of detention which may be issued can be found below.

### Discriminatory Behaviour

It is important that all of our students know that any such behaviours are unacceptable in our school and will be tackled immediately. Any such incident is likely to be addressed by the Director of Study and a member of the school's SMT.

### Detentions

For all detentions lasting more than 20 minutes, parents / carers should be informed the day before.

#### Head of Department Detentions

These are run differently by different departments but tend to be as a result of a referral by a class teacher for any of the following:

- Persistent poor behaviour in class
- Consistently failing to complete homework
- Failure to respond to the disciplinary measures put in place by the class teacher

In all cases it is expected that these are accompanied by a call to parents / carers.

#### Director of Study Detentions

These are used at the discretion of the Director of Study and Senior Academic Mentor. However, the most common reasons for issuing these are:

- Persistent poor behaviour
- Following liaison between a HoD and DoS over departmental issues
- Use of a mobile phone or device without teacher permission
- Failure to attend a previous detention

Directors of Study will issue these detentions and parents / carers will be notified via an automated email that contains all the information. No reply is required.

#### Late Detentions

Students who are persistently late to school and/or lessons will be issued with a Late Detention. These will also be issued via an automated email. No reply is required.

## **Uniform Detention**

Any member of staff can place a student in Uniform Detention. Usually this would occur after a verbal warning has been issued or a note has been placed in the planner so that the Tutor can monitor. Flagrant disregard for the uniform expectations (trainers, obvious makeup and jewellery) can lead to immediate sanctions.

## **School Detentions**

These are the strongest school sanction before internal suspension / isolation and are given out by DoS or SMT for serious misdemeanours. Examples of behaviour that warrants a School Detention include:

- Defiant behaviour towards a member of staff
- Rudeness towards a member of staff
- Theft
- Aggressive behaviour
- Failure to attend Director of Study detention, Late detention or Uniform detention

## **Suspensions**

Suspension is used at the Headteacher's discretion. The period of suspension will vary depending upon the severity of the offence, the context of the situation and the evidence presented by the members of staff who have dealt with the issue.

Reasons to recommend an suspension to the Headteacher may include (but are not limited to):

- Violent behaviour;
- Serious theft;
- Extreme or repeated defiance;
- Discriminatory behaviour;
- Inappropriate behaviour;
- Bullying (including cyberbullying);
- Persistent disruptive behaviour;
- Causing damage or intent to cause damage to school property;

Permanent exclusion may be considered for persistent breaches of school rules or for single, serious offences. These may include (but are not limited to):

- Serious actual or threatened violence;
- Substance abuse including possessing, using, or supplying an illegal drug;
- Possessing and/or using, or threatening to use, an offensive weapon;
- Sexual assault or sexual harassment;
- Causing damage or intent to cause damage using flammable material (e.g. matches, lighters, fireworks);
- Extreme or persistent behaviours which put other students at risk of harm.

## SCHOOL UNIFORM



It is our policy to have a school uniform and all students must keep to the following regulations. They are designed to be as simple as possible but no list can be completely comprehensive. If in doubt about any items it will be necessary to consult the Headteacher whose decision must be final. **Items marked \* are compulsory.** Where other items are bought, please follow the guidelines given.

Our official school outfitter is:

**Caseys**  
**240 Blackfen Road**  
**Sidcup**  
**020 8850 8645**

These outfitters do not sell all the items mentioned; other outfitters such as Marks & Spencer or John Lewis may supply comparable items.

### Trousers

- Mid or dark grey long trousers.

### Shorts

- Mid or dark grey shorts - as in keeping with the same colour and material as school trousers.

### Skirts

- Mid/dark grey skirt with single, double box or knife pleats.
- Pleats must be all round the skirt and must begin at the waist.

**Shirt**

- Plain light blue with a collar, short or long sleeves but not sleeveless.
- Shirts must be tucked in and accompanied by a school tie.

**Blouse**

- Plain light blue with a revere collar, short or long sleeves but not sleeveless.
- No long sleeved tops to be worn underneath shirts or blouses.
- Ties should not be worn with blouses.

**Blazer**

- Navy blue, not black, with House Badge.
- Badges are available **only** from Caseys.

**Jumper (optional only to be worn with a blazer not instead of)**

- The official navy blue school jumper, V-necked with embroidered school logo, is available from Caseys. No other jumper is acceptable.

**Tie**

- Navy blue with a single Bexley Grammar School badge. Only from Caseys.

**Hair**

- Hairstyles must not include motifs or tracks and should be one natural hair colour.
- Ribbons/hair clips if worn must be navy blue or black.

**Outer coat/School bag**

- Outer coat should be in a simple style without prominent logos  
**(e.g. not tracksuit tops, sportswear, leather jackets or hoodies).**  
Outdoor wear should not be worn around the school during the school day.  
A suitable school bag, this can be a rucksack style.  
The school does not accept responsibility for lost or damaged coats or bags. Please ensure names are put in belongings in case they end up at reception.

**Jewellery**

No jewellery, apart from a wristwatch, is permitted. Smart watches are prohibited under the school's Mobile Phone Policy.

Any piercing should be arranged for the summer holiday so that studs etc can be removed while at school. Students will need to cover the studs with tape, otherwise.

Make-up must be subtle.

Nail varnish is not permitted.

Overly long synthetic/acrylic nails are not suitable for school.

## Tights or Socks

- With trousers: plain black or grey colour ankle socks.
- With skirts: must be ankle length white socks or full black, grey or sheer tights.
- Leggings & knee high socks/tights are not allowed.

## Shoes

- Plain black with no contrasting trimmings.
- No other colours are allowed.
- Shoes must be of a substantial style with a full toe and heel.
- Must be worn in school at all times.
- Definitely no boots, canvas shoes, plimsolls or trainers



## Apron

Calico heavy duty plain apron for D and T lessons (optional).

**PLEASE PUT FULL NAMES IN EVERY ITEM OF UNIFORM. MANY LOST ITEMS CAN BE RECOVERED FROM RECEPTION BUT CLEARLY LABELLED ITEMS ARE EASIER TO RETURN.**

Your child will be navigating a much larger school than they are used to and visiting up to eight or nine different places each day. This is a lot for students to get used to and things do often get left behind and/or misplaced during the year.

For items like PE kit bags, this is particularly vital and it is strongly suggested you add a visible tag or label to the outside of the bag so that it is identifiable at a glance.

## SCHOOL UNIFORM

### For Physical Education

\*White BGS Polo Shirt with surname embroidered in House colours (**available only from Caseys**)

\*BGS Rugby Shirt

\*BGS Outdoor Training Top

\*Black Shorts

\*White Socks

\*Trainers (predominantly white)

\*Football boots (dependent upon PE group)

\*Plain black kit bag (**available only from Caseys**)

#### *Optional extras*

Plain black tracksuit bottoms

Plain black sweater

Water Bottle

Shin Pads

Gum shield (available from the PE office)

Plain black leggings

### Notes to Parents / Carers, Guardians and Students about Physical Education

- The PE department teaches inclusive lessons for students with different physical abilities. As a result, we operate an "All Change" policy. If students are injured or ill, they should change as normal and provide a letter from a parent/carer to explain any physical injuries they may have, and resulting limitations within lessons. For more serious or long-term injuries, a doctor's note may be provided to make alternative arrangements.
- All items of PE uniform should be clearly marked with the student's name.
- Lost PE uniform should be reported to Form Staff and the Physical Education Teacher. Items of lost property can be claimed from the Reception Office between 3.00 pm and 3.15 pm. Lost property can only be kept for a limited length of time and then it will be disposed of. Students are responsible for their PE uniform at all times.
- An item of missing PE uniform on three occasions will result in a 30 minute after-school detention.
- Failure to bring a PE uniform without an authorised note from parent/carer will result in a 30 minute after-school detention.
- No watches and jewellery should be worn during Physical Education lessons.
- Hair below shoulder length should be tied back, therefore not interfering with practical activity.
- Emblems of any kind are not permitted on any PE uniform.
- Chewing gum is not permitted in Physical Education nor in the wider school.
- The Physical Education Department strongly advises students not to bring any valuables to their Physical Education lessons, co-curricular clubs or when representing the school. The PE Department cannot accept any responsibility for their safe-keeping.
- Parents / Carers are requested to ensure all students are dressed appropriately.

## PARENTS' ASSOCIATION

Bexley Grammar School Parents' Association (BGS PA) is a registered charity made up of an enthusiastic group of parents/carers. Our main activity is to organise events for parents/carers and students with two objectives:

- Raise funds to support school programmes and initiatives.
- Contribute to the development of a community of parents/carers.

Moving from primary to secondary school brings changes to students, but also to parents/carers. Some find that the parental contact which you have cultivated at your child's primary falls away at secondary school. BGS Parents' Association aims to build up that parental contact once more so that parents/carers can feel part of the school community.

### Monthly Meetings at BGS

The PA Committee gathers at the school every month during school term, with meetings announced in the BGS newsletter. The PA's AGM is held in October or November every year. All parents and carers are welcome to attend any of our meetings. Your input is valuable to us.

The current elected officers for 2024/2025 are Pamela Campbell (Chair), Ibtisam Ashby (Vice-Chair), Thurkka Manisegaran (Treasurer), Fiona Ragg (Vice Treasurer) and Saika Brooker (Secretary).

### Trustee Positions

BGS PA will be looking to fill a few trustee positions at our 2025 AGM as a few parents will be stepping down. If you are interested in learning more about the roles, please email [bgspa@bexleygs.co.uk](mailto:bgspa@bexleygs.co.uk) attention Pamela, PA Chair.

### BGS PA WhatsApp Group

The PA has a WhatsApp Group that all are welcome to join. In the group chat we discuss our fundraising initiatives and confirm volunteer shifts for events. For our larger events, we create smaller chat groups for those directly involved in the event.

If you would like to be part of this group, please email [bgspa@bexleygs.co.uk](mailto:bgspa@bexleygs.co.uk) with your first name, surname, child's class and your mobile number. We'll then add you to the PA WhatsApp group. Alternatively, you can also text the PA Chair, Pamela Campbell on 079 4701 7392 to be added.

Being part of the PA is a great way to learn more about the school. Many of our parent volunteers work full time and just help out whenever they are available.

### Pre-loved School Uniforms

BGS PA has regular sales offering pre-loved school uniforms. Most of our items are priced between £1-£5 so this is a great saving for parents. Our next sale date is:

### Induction Day - Tues 1 July, from 2.30pm before collecting your child (sports hall)

This is a good chance to get your child's school uniform or to have a few extras on hand. Year 7 students somehow tend to lose a lot of their belongings! A little reminder to make sure you label your child's clothing, bags, etc.

### **PA Plants**

Some of our volunteers and their children grow plants and flowers of all sorts to sell at the Summer Fayre & Sports Day every June. This is a very popular stall with beautiful hanging baskets also sold. Please save your plastic plant pots for this initiative.

### **PA Bakers**

Occasionally we have homemade cakes for sale at events so if you love to bake, we'd love to meet you! Our Tea Shop at the Summer Fayre in June has many homemade items made by BGS parents.

### **PA Raffles**

The PA has two big raffles a year – the Christmas Raffle and Summer Raffle. If your company can donate a raffle prize (vouchers, products, etc) we would be very grateful for any donations. We are also looking to create a Raffle Team in September that seeks donations from local companies. If you would like to be part of that team, please email Pamela Campbell: [bgspa@bexleygs.co.uk](mailto:bgspa@bexleygs.co.uk)

### **Year 7 Welcome Evening – Friday 26th September 2025, 7.30 – 9.30pm**

The PA is pleased to invite all new Year 7 students and their families to attend a fun Welcome Evening where the parents/carers of Year 7 students can meet each other and meet some school staff. Many of our Year 12s will also be there volunteering at the event. There will be live music performed by BGS students. Tickets are required for each person attending, including year 7 students. Parents and siblings are welcome to attend. There will be information in the school newsletter prior to the event. We hope you can make it!

**Tickets can be purchased online between 8-21 September 2025.**

Visit: [bgspa.co.uk/welcome](http://bgspa.co.uk/welcome)

### **Social Events**

We support many school events by providing refreshments and organise our own events that give the school community (students, parents/carers and school staff) further opportunities to meet in an informal environment and socialise. You will find more information on all the events in the weekly newsletter that the school sends to parents via email. School's events can be drama productions, concerts, Summer Fayre, etc. Aside from our Year 7 Welcome Evening, we hold regular Quiz Nights, Bingo or Board Game Nights which everyone enjoys!

### **Activities**

Every month we hold our PA LIBRARY LOTTO prize draw with a first prize of £15 or second prize of £10, plus a £50 bumper draw at Christmas ([bgspa.co.uk/lotto](http://bgspa.co.uk/lotto)). We also set up a small shop inside the school in the days running up to Christmas and Mother's Day selling items from £1- £5 for students to buy gifts for their loved ones.

The largest event of our year is the outdoor Summer Fayre held in conjunction with Sports Day. This is usually a Saturday in early June. There is a huge variety of fantastic stalls run by the PA, staff, and pupils. This is a really great event as well as our main fundraiser. **The Summer Fayre and Sports Day is a mandatory school day for the pupils, and they are given the following Monday off in lieu.**

### **Easyfundraising – an easy way to support us!**

We are also working with Easyfundraising.org.uk which is a donation platform that enables supporters to raise money for charities like us. They are linked to over 7000 brands that will donate part of what you spend to BGS PA. Brands like Argos, Sainsbury's, Boots, Tesco, Tui, Amazon,

Love Holidays, Dunelm, Expedia, H&M, and many more all donate a percentage of your online purchase to BGS PA. To date, we have raised over £12,000 via Easyfundraising!

You can create an account in Easyfundraising and nominate BGS PA as your good cause to become our supporter. Many of your online purchases can help to raise money for the school - it's so easy to set up and use!

#### **Recent examples of Easyfundraising Donations:**

A parent booked their family holiday with Love Holidays and £113.96 was donated from this online booking! Weekly groceries bought online from Sainsbury's and 55p donated. Cat medicine from Pet Drugs Online brought in £1.13. Another parent booked a flight with Air Canada and £10 was donated to the PA!

#### **To become a supporter:**

<https://www.easyfundraising.org.uk/causes/bexleygrammar/>

#### **What do we fund?**

An example of what we have funded in the past includes:

- additional computers for several departments in the school
- new fencing and netball lines for the tennis courts
- additional books for the library
- supplies for clubs (ie. chess sets, origami papers, plants, skateboard materials)
- workshops for BGS Power Days
- software for learning languages
- teaching equipment for the English Department
- BGS mental health and wellbeing initiatives
- scientific water baths for experiments

#### **What can I do?**

By helping the PA, you help the school, and you benefit from being part of an awesome and active group of generous people. Throughout the year, you can help by:

- Attending our monthly meetings or be in touch with us to share with us your fundraising ideas. Our meetings are held monthly on a weekday at 7.30pm in the Sixth Form Centre or occasionally on Zoom.
- Dedicating your time to help us to plan and organise events, to sell refreshments during school events, do a shift on a Summer Fayre stall, etc.
- If you dedicate some time to help, you can also ask your employer to Match Funding.
- You can help us also by coming to our events and bringing your family and friends, buying refreshments, raffle tickets, or joining our LOTTO Draw.
- Bake for our events or make donations of goods that can be raffle/tombola prizes or be sold at our Christmas Shop and Mother's Day Shop.
- When you shop online, please consider registering with Easyfundraising so we can collect a small donation from what you spend. It's so easy to do and makes a big difference to the PA!

#### **Contact the PA - We're always looking for new parents/carers to join us!**

The PA can be contacted by email: [bgspa@bexleygs.co.uk](mailto:bgspa@bexleygs.co.uk)

You can also contact BGS PA's Chair, Pamela Campbell by text on 079 4701 7392.

## SCHOOL REGULATIONS

School Regulations should be read in conjunction with the Code of Conduct and Home/School Agreement.

The aim is for students to accept self-discipline in the interests of their own progress and the welfare of the school community. Disciplinary measures are taken, including detention, if these conditions are not met.

1. No student is to be absent except for a reason covered by the Education Acts and Regulations of the Local Education Authority. A telephone call to the Attendance Office on the first day of absence is requested.
2. A doctor's certificate is required if a student is not allowed to play games or undertake Physical Education for any length of time.
3. Students are not permitted to wear glasses when playing games unless the written consent of the parent or guardian has been given beforehand.
4. The school uniform will be worn on all school occasions including going to and returning from school. It will be checked on a regular basis.
5. The School cannot be responsible for the property of any student but care will be taken to safeguard it; clothing, including shoes, should be marked clearly with the owner's name. Valuables and money should not be brought to school unless absolutely necessary and should be given to the staff or Reception for safekeeping.
6. All students must take care of school property: lost books will have to be replaced; a charge may be made for school property that is damaged.
7. Students may come to school on a bicycle but permission will be withdrawn if the bicycle is unroadworthy. Cycles are left at the owner's risk and should always be secured; no accessories should be left on them during the day.
8. No student may leave the school premises during the school day including break or the dinner hour without permission from a Deputy Head or Director of Studies. All students who leave the premises during the day are required to 'sign out' at Reception and, correspondingly, 'sign in' if they return during the day. Homework Club also runs after school until 4pm on a Wednesday. The canteen is open from 7.45 am every morning.
9. School engagements will normally have first claim on students during term time: this includes Saturdays when they may be required to play in school matches or take part in other school activities.
10. A student may be detained after school or required to come in before school for poor work or misbehaviour. The official School detention is held from 3.15 pm until 4.15 pm on Friday but subject detentions can be held at any time which suits the member of staff concerned. Parents / Carers will receive notice of detentions from the appropriate member of staff. Detentions may also be given for poor punctuality, behaviour and incorrect uniform; these are held on Wednesdays and Thursdays from 7:30 until 8:15 (punctuality) or 3.15 pm until 4.00 pm (behaviour and incorrect uniform).
11. No objects likely to cause injury e.g. air guns, 'toy' weapons, may be brought to school.
12. All students should enter and exit the school each day through the designated pedestrian entrance near the Top Car Park gates. Students with bicycles should use the Top Car Park entrance.
13. No set of school regulations can cover all eventualities: it is expected that students will, at all times, show courtesy and consideration for others and for all property on the school premises.

## CODE OF CONDUCT

### Mission Statement

Good behaviour and discipline are the key foundations of a good education. Without an orderly atmosphere effective teaching and learning cannot take place. If students are permitted to misbehave, they prejudice their own educational chances. At the same time, they disrupt the education of the children around them. The School maintains discipline and good conduct to secure a calm and well-ordered learning environment.

The following rules for guidance are our attempt to codify the sort of conduct - brought about by common sense, courtesy and consideration for others - that will enable individuals and the School as a whole to function happily and effectively. Some of the rules are made in the interests of safety, health or general well-being; others are regulations of custom or convenience such as are necessary for academic fulfilment, good order and the smooth administration of the community; yet others are a declaration of the standards and expectations we set ourselves and these involve a concern for the welfare of others as well as a commitment to achievement.

All students are expected to know this code of conduct and to abide by it. A system of rewards and sanctions recognises and rewards achievement, encourages self-discipline and reacts to unsatisfactory conduct. The School values the support of parents / carers in upholding its standards and they will be informed if a student's behaviour is giving cause for concern. The sanctions imposed will be appropriate to the nature and relative seriousness of the misdemeanour. Ignorance of a rule will not be considered an excuse.

Breaches of the rules defined as serious offences are liable to lead to suspension from the School. Suspension may be fixed-term or permanent depending on circumstances. Repeated misdemeanours of a less serious kind may lead to the same punishment. Other sanctions include: verbal reprimand, extra work, loss of privilege, imposition of a task, community service, break, lunchtime, before or after school detention, daily report and withdrawal from lessons.

No list of rules can be comprehensive and any list is bound to omit many misdemeanours or offences which may be as unacceptable as those referred to in this code of conduct. Other serious offences, not mentioned in the code, could lead to suspension. School rules also apply to occasions when students, though 'out of school', are 'within the jurisdiction of the School', e.g. on School trips, during School matches, during the lunch hour and on the way to and from School, all of which are times when the School's good reputation should be maintained.

**ACADEMIC:** This involves creating conditions which are conducive to effective learning and teaching, good study habits and examination achievement.

1. Students should be attentive in class, concentrate on their work and follow their teacher's instructions carefully.
2. Work set should be properly completed, neatly presented and handed in on time. Cheating is unacceptable.
3. Students should be punctual for lessons and other School engagements. If they are late they should apologise to the teacher and explain why they are late.
4. Students should seek advice and help from staff when academic problems arise.
5. Schoolbooks, equipment and other materials should be properly cared for and all requisite books and equipment brought to lessons. It is expected that students will make good any culpable loss or damage to School property.
6. Culpable failure to meet appropriate academic standards may lead to sanctions ranging from loss of privileges, to detention, to repeating the academic year.
7. Students must enter details of all homework set in their Student Planner, and ask a parent/carer to sign the Planner each week.
8. When students have an engagement which will cause them to miss a lesson, it is their duty to

forewarn the teacher whenever possible and to do the work they have missed as soon as possible.

**BEHAVIOUR:** This involves acting with courtesy and consideration towards others and behaving sensibly and responsibly.

1. Students should pay particular attention to their behaviour and appearance when in School, on the way to and from School, and when representing the School.
2. All School employees and visitors should be treated and addressed with respect and courtesy.
3. Good manners are expected of all students at all times.
4. Students may eat or drink only in designated areas.
5. Audio devices and headphones are not to be used during lessons or inside the School buildings and should not be brought into School without permission.
6. Mobile phones must be switched off between 8.30am and 15.05/15:10pm. Any contact between students and parents / carers must be via Reception. Students should work sensibly in class and not distract or annoy their neighbours.
7. Smart watches are prohibited under the school's Mobile Phone Policy.
8. Students must not run in the corridors and must queue quietly and in an orderly fashion outside classrooms.
9. Students must be silent when required.
10. Students in Years 7-11 should not enter the School buildings until 8.15 a.m. unless permission has been granted.

The following activities are serious offences:

- (a) Verbal abuse and use of offensive language;
- (b) Bullying, whether physical or verbal;
- (c) Betting or gambling;
- (d) Actual or threatened physical violence;
- (e) Immoral or delinquent conduct;
- (f) Seriously disruptive behaviour or disruptive conduct over a period of time.

**DRESS AND APPEARANCE:** This involves creating a sense of belonging and promoting the School's identity.

1. It is the students' responsibility to see that they are well-groomed and neatly and appropriately dressed at all times.
2. Students must wear the School uniform as listed and this should be worn at, on the way to and from, and when representing the School.
3. Regulations with respect to hair styles and the wearing of jewellery must be adhered to.
4. Clothing worn for PE and games must conform to the School clothing list.

**PROPERTY:** This involves respecting the property and possessions of others.

1. All property, whether individually or communally owned, must be treated with respect.
2. Damage must be reported to a member of staff immediately.
3. Students are advised not to carry large sums of money and should be careful with valuables. Money and valuables, including mobile phones, should not be left unattended in cloakrooms or changing rooms. The School will not accept responsibility for any loss.
4. Lost property should be handed in to Reception or to a member of staff.
5. Unauthorised buying and selling between students is not allowed on the School premises.
6. Mobile phones must not be switched on in the School building during the School day. Phones may be confiscated and returned to parents.
7. Theft is a serious offence (borrowing without permission whether from the school or peers).
8. Lost property can be reported to reception via a link in the newsletter.

**HEALTH AND SAFETY: This involves behaving with due care and attention.**

1. Smoking and the possession of smoking materials on the School premises and on the way to and from the School are forbidden.
2. Matches, lighters and similar hazardous items are prohibited.
3. Students must not climb onto school buildings.
4. When travelling to and from School great care should be taken when crossing roads. Due consideration should be given to all road users and pedestrians.
5. The gymnasium, sports hall and all workshops and laboratories may be used only when a member of staff is present.
6. The following activities are serious offences:
  - (a) Involvement with any illegal substance, for instance, using, smoking, possessing, supplying or offering to supply illegal drugs;
  - (b) Bringing into School alcoholic drinks or consuming them on School premises;
  - (c) Being under the influence of alcohol or any other intoxicating substance on School premises;
  - (d) Tampering with equipment and taking action liable to endanger the safety of others;
  - (e) Possessing dangerous articles such as knives, firearms, air pistols, catapults, fireworks and harmful chemicals.

**ENVIRONMENT: This involves maintaining the quality of our premises**

1. Students should keep the School clean, graffiti free and tidy.
2. Students must not drop litter and should pick up any that they see.
3. Chewing gum and correction fluid (e.g. Tippex) is not allowed.
4. Vandalism to School property is an offence.

Students should be actively involved in maintaining a welcoming, working environment.

## BEXLEY GRAMMAR SCHOOL IT NETWORK ~ ACCEPTABLE USER POLICY

The school has invested a large sum of money in developing an extensive school computer network. The computers are provided and maintained for the benefit of all students. Students are encouraged to use and enjoy these resources but they must remember that access to the network is a privilege, not a right. Any damage, malicious alteration or inappropriate use of the computer equipment may harm their education and that of other students. To protect all in its care, the school must insist that students adhere to the following rules for acceptable use of the equipment:

### IT Acceptable User Agreement

- **I am aware of my obligation to abide by the school's E-Safety Policy.**
- I will only use IT systems in school, including the internet, e-mail, digital video, mobile technologies etc, for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/Google Apps with my own username and password.
- I will not reveal my passwords to anyone and I will change them regularly.
- I will make sure that all IT communications with students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network without the permission of Senior Leadership.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring them into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents / carers may be contacted.